

Administrative - Internal Use Only

DD/A Registry

File Accounting 9

DD/A 74-4650

24 DEC 1974

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Deputy for National Intelligence Officers
Comptroller
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Deadlines for Submission of Biweekly
Time and Attendance Reports

1. This memorandum is to inform you of the reasons for a proposed change in administrative practice designed to assure that Time and Attendance Reports are delivered to the Office of Finance in accordance with established cut-off times.

2. We have recently completed a study of the automated payroll processing cycle and it is quite apparent that the automated pay compute operation now performed on Friday night of the week prior to payday should be performed on Thursday night. The pay compute operation is a large scale, complex and intricate process. The proposed rescheduling will permit frequently encountered problems to be resolved Friday rather than on an overtime call back basis on Saturday for both OJCS and the Office of Finance. The proposed change will save an estimated \$700 per pay period or approximately \$18,000 per year in regularly scheduled and call back overtime. It will also contribute to the stability of the payrolling process and better assure the continued timely issuance of pay checks.

3. The attached proposed notice emphasizes the importance of each office establishing its own report processing deadline on a basis which will assure delivery to the Office of Finance by the times specified.

Administrative - Internal Use Only

SUBJECT: Deadlines for Submission of Biweekly Time and Attendance Reports

4. I urge each of you to emphasize to your respective administrative officials the necessity for observing procedures which will assure delivery of biweekly Time and Attendance Reports in accordance with the prescribed schedules.



ILLEGIB

for John F. Blake
Deputy Director
for
Administration

Attachment

cc: AO/DCI

Distribution:

- 1 ea - Add. w/a
- 2 - DDA w/a *subject*
- 1 - D/F w/a
- 1 - DD/P&S w/a
- 1 - RCS w/a

This Notice is Current Until Rescinded

FINANCIAL ADMINISTRATION

STAT

SUBMISSION OF BIWEEKLY TIME AND ATTENDANCE REPORTS

STAT Reference: [] paragraph 4h

1. This notice establishes revised times and delivery points for the submission of biweekly Time and Attendance Reports to the Office of Finance. The revised requirements are essential to the development of a production schedule for the automated payroll system that will better assure the continued timely issuance of pay checks.

2. Effective 6 January 1975, all Time and Attendance Reports must be delivered to the Office of Finance in either Room 6-E-29 Headquarters Building or Room 702 Key Building by the times indicated:

a. For headquarters area employees, by 3 p.m. on the Monday following the end of the biweekly pay period.

STAT

b. [] by noon on the Tuesday following the end of the biweekly pay period.

c. If the Monday following the end of the biweekly pay period is a holiday, all Time and Attendance Reports [] must be delivered to one of the above points by 3 p.m. on the last Friday of the biweekly pay period.

STAT

3. Each office will establish its own deadline for completing and processing reports for submission to the Office of Finance not later than the prescribed times. Reports that cannot be completed for the full pay period because of overtime worked or leave taken subsequent to the deadlines should be submitted based on available information. The missing overtime worked or leave taken should be reported by submitting an amended Time and Attendance Report (see [] paragraph 4d(1)(b)). Amended Time and Attendance Reports clearly marked AMENDED and identifying the pay period affected by the amendment will be submitted with the next regular Time and Attendance Reports. Processing of overtime, changes in leave balances, etc., will be included in the then current payroll processing cycle.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

FINANCIAL ADMINISTRATION

STAT

4. Strict adherence to the established reporting deadlines is essential for the preparation of salary checks because the automated payroll process for all headquarters employees is dependent upon a completed Time and Attendance Report for the current payroll period. SUPERVISORS WILL BE HELD STRICTLY ACCOUNTABLE TO ENSURE THAT TIME AND ATTENDANCE REPORTS ARE SUBMITTED BEFORE THE DEADLINE. THOSE WHO ARE NEGLIGENT IN SUCH TIMELY SUBMISSION WILL BE SUBJECT TO A WRITTEN REPRIMAND BY THEIR DEPUTY DIRECTOR.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: AB

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET													
STAT													
SUBJECT: (Optional) Proposed Submission of Biweekly Time and Attendance Reports													
FROM: Chief, Regulations Control Staff		EXTENSION 	NO. DD/A 74-4990 STAT										
			DATE 4 December 1974										
TO: (Officer designation, room number, and building) STAT		DATE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">RECEIVED</th> <th style="width:50%;">FORWARDED</th> </tr> <tr> <td>12/5</td> <td>12/6</td> </tr> <tr> <td>12/5</td> <td>12/6</td> </tr> <tr> <td>12/5</td> <td>12/6</td> </tr> </table>		RECEIVED	FORWARDED	12/5	12/6	12/5	12/6	12/5	12/6	OFFICER'S INITIALS 	
RECEIVED	FORWARDED												
12/5	12/6												
12/5	12/6												
12/5	12/6												
1. 		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) The subject proposal is attached for authentication. It has been revised in accordance with your decision to omit reference to delayed pay checks. As you are aware, we have not submitted the proposal to the coordinators.											
2. 													
3. 													
4. 													
5. RCS 		1 to 4:											
6. 		As I mentioned to you, we have removed references in both the attached notice and memorandum to the fact that people might not receive their paychecks. We have put in wording concerning reprimands to supervisors where the T&A process is not handled properly. I spoke to and he still feels that we should mention the fact that people might not get their checks since he thinks this would put more teeth in our message. I told him (gently) he had been overruled.											
7. 													
8. 													
9. 													
10. 													
11. 													
12. 													
13. 													
14. 		I would think it prudent to coordinate because of para 4 - reprimands by the D.D.											
15. 													

DD/A 74-4650

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Deputy for National Intelligence Officers
Comptroller
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Deadlines for Submission of Biweekly
Time and Attendance Reports

1. This memorandum is to inform you of the reasons for a proposed change in administrative practice designed to assure that Time and Attendance Reports are delivered to the Office of Finance in accordance with established cut-off times.

2. We have recently completed a study of the automated payroll processing cycle and it is quite apparent that the automated pay compute operation now performed on Friday night of the week prior to payday should be performed on Thursday night. The pay compute operation is a large scale, complex and intricate process. The proposed rescheduling will permit frequently encountered problems to be resolved Friday rather than on an overtime call back basis on Saturday for both OJCS and the Office of Finance. The proposed change will save an estimated \$700 per pay period or approximately \$18,000 per year in regularly scheduled and call back overtime. It will also contribute to the stability of the payrolling process and better assure the continued timely issuance of pay checks.

3. The attached proposed notice emphasizes the importance of each office establishing its own report processing deadline on a basis which will assure delivery to the Office of Finance by the times specified.

Administrative - Internal Use Only

SUBJECT: Deadlines for Submission of Biweekly Time and Attendance Reports

4. I urge each of you to emphasize to your respective administrative officials the necessity for observing procedures which will assure delivery of biweekly Time and Attendance Reports in accordance with the prescribed schedules.

John F. Blake
Deputy Director
for
Administration

Attachment

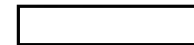
cc: AO/DCI

Distribution:

1 ea - Add. w/a
2 - DDA w/a
1 - D/F w/a
1 - DD/P&S w/a
1 - RCS w/a

This Notice is Current Until Rescinded

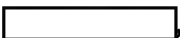
FINANCIAL ADMINISTRATION



STAT

SUBMISSION OF BIWEEKLY TIME AND ATTENDANCE REPORTS

STAT


Reference:  paragraph 4h

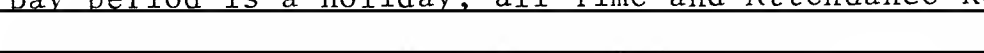
1. This notice establishes revised times and delivery points for the submission of biweekly Time and Attendance Reports to the Office of Finance. The revised requirements are essential to the development of a production schedule for the automated payroll system that will better assure the continued timely issuance of pay checks.

2. Effective 6 January 1975, all Time and Attendance Reports must be delivered to the Office of Finance in either Room 6-E-29 Headquarters Building or Room 702 Key Building by the times indicated:

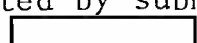
a. For headquarters area employees, by 3 p.m. on the Monday following the end of the biweekly pay period.

STAT

b.  by noon on the Tuesday following the end of the biweekly pay period.

c. If the Monday following the end of the biweekly pay period is a holiday, all Time and Attendance Reports  must be delivered to one of the above points by 5 p.m. on the last Friday of the biweekly pay period.

STAT

3. Each office will establish its own deadline for completing and processing reports for submission to the Office of Finance not later than the prescribed times. Reports that cannot be completed for the full pay period because of overtime worked or leave taken subsequent to the deadlines should be submitted based on available information. The missing overtime worked or leave taken should be reported by submitting STAT an amended Time and Attendance Report (see  paragraph 4d(1)(b)). Amended Time and Attendance Reports clearly marked AMENDED and identifying the pay period affected by the amendment will be submitted with the next regular Time and Attendance Reports. Processing of overtime, changes in leave balances, etc., will be included in the then current payroll processing cycle.

STAT

[REDACTED]

FINANCIAL ADMINISTRATION

STAT

4. Strict adherence to the established reporting deadlines is essential for the preparation of salary checks because the automated payroll process for all headquarters employees is dependent upon a completed Time and Attendance Report for the current payroll period. SUPERVISORS WILL BE HELD STRICTLY ACCOUNTABLE TO ENSURE THAT TIME AND ATTENDANCE REPORTS ARE SUBMITTED BEFORE THE DEADLINE. THOSE WHO ARE NEGLIGENT IN SUCH TIMELY SUBMISSION WILL BE SUBJECT TO A WRITTEN REPRIMAND BY THEIR DEPUTY DIRECTOR.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: AB

FINANCIAL ADMINISTRATION

[] STAT

SUBMISSION OF BIWEEKLY TIME AND ATTENDANCE REPORTS

STAT

Reference: [] paragraph 4h

1. This notice establishes revised times and delivery points for the submission of biweekly Time and Attendance Reports to the Office of Finance. The revised requirements are essential to the development of a production schedule for the automated payroll system that will better assure the continued timely issuance of pay checks.

2. Effective 6 January 1975, all Time and Attendance Reports must be delivered to the Office of Finance in either Room 6-E-29 Headquarters Building or Room 702 Key Building by the times indicated:

a. For headquarters area employees, by 3 p.m. on the Monday following the end of the biweekly pay period.

STAT

b. [] by noon on the Tuesday following the end of the biweekly pay period.

c. If the Monday following the end of the biweekly pay period is a holiday, all Time and Attendance Reports [] must STAT be delivered to one of the above points by 5 p.m. on the last Friday of the biweekly pay period.

3. Each office will establish its own deadline for completing and processing reports for submission to the Office of Finance not later than the prescribed times. Reports that cannot be completed for the full pay period because of overtime worked or leave taken subsequent to the deadlines should be submitted based on available information. The missing overtime worked or leave taken should be reported by submitting an amended Time and Attendance Report (see [] paragraph STAT 4d(1)(b)). Amended Time and Attendance Reports clearly marked AMENDED and identifying the pay period affected by the amendment will be submitted with the next regular Time and Attendance Reports. Processing of overtime, changes in leave balances, etc., will be included in the then current payroll processing cycle.

STAT

FINANCIAL ADMINISTRATION

STAT

4. Strict adherence to the established reporting deadlines is essential for the preparation of salary checks because the automated payroll process for all headquarters employees is dependent upon a completed Time and Attendance Report for the current payroll period. SUPERVISORS WILL BE HELD STRICTLY ACCOUNTABLE TO ENSURE THAT TIME AND ATTENDANCE REPORTS ARE SUBMITTED BEFORE THE DEADLINE. THOSE WHO ARE NEGLIGENT IN SUCH TIMELY SUBMISSION WILL BE SUBJECT TO A WRITTEN REPRIMAND BY THEIR DEPUTY DIRECTOR.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: AB

Distribution:

0 - RCS
1 - DDA/Signature
1 - DDA/Chrono

TRANSMITTAL SLIP		DATE
TO: Deputy Director for Intelligence		
ROOM NO.	BUILDING	
	Hqs.	
REMARKS:		
<p><i>Mr. M. Mahon</i></p> <p>STAT</p> <p><i>Re [] this package was discussed with Mr. Blake, & it is intended to complement the notice which will go out to employees. You authorized 12/2</i></p>		
FROM: Deputy Director for Administration		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

Ros: . . .

[] handcarried this package into [] on Christmas Eve.

STAT

I cannot locate the DDA copies. Do you have them? If not, please call [] office and see if they are holding them as I think they retyped this memo down there--at least they were involved.

STAT

I see there is also a copy indicated for RCS--but it is not there either.

Thanks,



This is the memo which was signed on 2 Dec and returned to RCS for rewrite on 3 Dec. You may have filed the copies and have the tickets also.